



December 1, 2004

PA-EOP-2004-00024

Dear CSRA Educator:

Westinghouse Savannah River Company is pleased to announce we are accepting applications for the 2005 Excellence-in-Teaching Mini Grants Program. For those of you familiar with the program, you know this letter comes over a month earlier than previous years. Based on the feedback I received from this year's evaluation forms, we are trying to give teachers more time to prepare. **SPECIAL NOTE: The application has been revised. If teachers do not use the 2005 application, the grant will be disqualified. No exceptions.**

Another significant change is that we are increasing the dollar amount of the first award category to \$500 instead of \$350. To accommodate higher product costs and respond to feedback received from teachers, this change is effective immediately. The criteria will still be the same, and the other categories are unchanged (\$750 and \$1,000).

For your convenience, we have included informational brochures to distribute to teachers so that you only have to make copies for those educators who plan to submit a grant application. Please make sure that every educator who plans to submit a grant receives a brochure, because it includes evaluation criteria, helpful grant writing tips and answers to frequently asked questions.

Also for your convenience, the application is available in Microsoft Word and in a pdf format on our web site at http://www.srs.gov/general/outreach/edoutrch/ed_home.htm. **Proposals MUST be received in our office by close of business on February 25, 2005.** Due to current security conditions, applications cannot be hand delivered by non-SRS employees. Fax copies will not be accepted. Proposals will be evaluated by a panel of judges based on the criteria listed on the brochure. Everyone who submits a grant will receive a receipt postcard and will be invited to a reception to be held April 2005.

The Mini Grants program is designed to recognize and support excellence in teaching by providing funds to enhance elementary and middle school science, mathematics, and technology programs in the Central Savannah River Area (CSRA). Since the inception of the program in 1989, Westinghouse Savannah River Company has awarded over \$626,000 to approximately 1,300 teachers in the CSRA.

Public elementary and middle school educators in the seven-county CSRA (Aiken, Allendale, Bamberg, Barnwell, and Edgefield counties in South Carolina and Columbia and Richmond counties in Georgia) are invited to submit an application for one of three categories. Please duplicate the attached application as necessary for your teachers and post the enclosed flyer in a common area of your school.

Please encourage your educators to take advantage of this worthwhile program. If you have questions or need additional information, please contact me at 803-725-1458, or Lisa Gillespie at 803-725-7716.

Sincerely,

Donna Moore Wesby
Education Outreach Programs

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WESTINGHOUSE SAVANNAH RIVER COMPANY

**Westinghouse Savannah River Company
2005 Excellence-In-Teaching Mini Grants Program Application**

Please type or print neatly (single-sided; do not write on back)

Category (check one)

- ☐ A \$500
☐ B \$750
☐ C \$1000

☐ Mr. ☐ Ms.

Teacher's Name _____
(Please limit to four teachers; only first teacher listed will be notified.)

Project Title _____

Teacher's Subject & Grade Level _____

School Name _____ School Phone: _____

School Address (Street or P.O. Box) _____

City, State, Zip _____

Principal's Name _____

APPLICATION CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Appropriate category checked | <input type="checkbox"/> Application is NOT stapled |
| <input type="checkbox"/> Budget/cost estimates completed | <input type="checkbox"/> Application and additional pages are single-sided |
| <input type="checkbox"/> Categories B&C (Project Plan and Implementation Schedule attached) | <input type="checkbox"/> School name/district NOT mentioned within grant |

NOTE: Only submit original application not additional copies.

Signature of Teacher	Date	Signature of Principal	Date
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Mail completed application to:
Donna Moore Wesby, Coordinator
Westinghouse Savannah River Company
Building 742-A, Rm. 162
Aiken, SC 29808

Applications **MUST** be received in our office by close of business on February 25, 2005. No fax copies accepted. Due to current security conditions, applications cannot be hand delivered by non-SRS employees.

** DO NOT STAPLE

Reserved for EP number

**Westinghouse Savannah River Company
2005 Excellence-In-Teaching Mini Grants Program Application**

Please type or print neatly (single-sided; do not write on back)
(For the sake of objectivity and eligibility, do not include school/district name within application.)

Project Title _____
Grade Level and Subject Area _____ Number Students Affected _____

Project Summary

(Briefly describe your project and expected results.)

Goals and Objectives

(List learning objectives and curriculum concepts to be enhanced by this project.)

Student Involvement

(Describe how students will be involved.)

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Project Budget

(Provide an itemized list of materials and their estimated cost. Make sure your budget is reasonable, appropriate and specific.)

<u>Item</u>	<u>Supplier</u>	<u>Estimated Cost</u>
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Total Cost

Evaluation

(Describe how you will measure the effectiveness of this grant. Explain how the activities directly related to your objective.)

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COMPLETE FOR CATEGORIES B & C ONLY

DO NOT INCLUDE THIS PAGE IF SUBMITTING CATEGORY A (\$500) GRANT

Project Plan

(Give details of your project plan, short and long term.)

Implementation Schedule

(Detail time line for implementation, short and long term.)

Cost Sharing

(If your project requires more than the amount granted, describe how you will secure additional funding.)